



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR

Phone: 225-342-8274

Fax: 225-342-8058

TDD: 800-846-5277

Toll Free: 866-783-5462

HR Handbook Update No. 2012 – 0010

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: HR Handbook Update – Update to Staffing Section

Issue Date: June 26, 2012

This is to advise agencies the Staffing section of the HR Handbook has been revised to include:

1. Section I, Certificates of Eligibles, Continuous Recruitment

- If additional vacancies occur or no suitable candidates can be found after the requisition approval date, supplementary candidates may be referred to the requisition. You must process all supplementary applicants who applied between the original requisition approval date and this request, and then refer those candidates to the hiring manager.
 - You must document the addition of supplementary candidates to the referral list by adding new notes to the comments section of the referral list. Include the language *"Supplementary candidates referred for (# of) additional vacancies or due to hiring manager's request for additional candidates, MM/DD/YY, HR User's initials"*
 - This does not mean that your 90 days to make an offer starts over. You have 90 days from the original approval date of the requisition to make offers.
 - If this 90 days runs out and you still have vacancies to fill, you must create a new requisition and refer again to this new requisition.

2. Section II, Detail to Special Duty

- The hire of the detailed employee must still be authorized in La Careers within 30 days of the effective date of the trial detail in order to complete the hire process in La Careers. You should indicate in the comments section of the personnel action form that the candidate is on a trial detail.

REASON FOR THE CHANGE: The change in Section I allows for the referral of additional candidates from a CTS posting after the requisition approval date when additional vacancies are added to the requisition or when the hiring manager asks for additional candidates. The change in Section II clarifies that when an employee is placed on a trial detail before promotion, the hire should be authorized in LA Careers within 30 days of the detail.

If you have any questions, please contact your Staffing consultant at (225) 342-9390.

Sincerely,

s/Shannon S. Templet
Director